

Texas Southern University  
Barbara Jordan Mickey Leland School of Public Affairs  
Department of Urban Planning and Environmental Policy

Student Manual for Doctoral Program  
Prepared August 2011. Modified 12.6.2015

---

Effective date

Editor: Anthony M. Rodriguez, Ph.D.

## CONTENTS

---

<b>Program Admission</b> .....	4
<b>Types of Admission</b> .....	5
<b>Advisors and Degree Plans</b> .....	6
<b>Change of Advisor by Student</b> .....	6
<b>Transfer of Credit</b> .....	6
<b>Residency Requirement</b> .....	7
<b>Time Limit for the Doctorate Degree</b> .....	7
Continuous Enrollment .....	7
<b>Degree Requirements</b> .....	8
<b>Overview of Process:</b> .....	8
Core courses .....	8
Qualifying Exam.....	9
Comprehensive Exam Process:.....	11
Dissertation Process:.....	13
Graduation.....	14
DOCTORAL STUDENT MATRICULATION PROCESS DIAGRAM.....	17
Forms: .....	18
Ph.D. COMPREHENSIVE EXAMINATION Areas of Emphasis .....	20
Ph.D. COMPREHENSIVE Examining Committee: .....	21
Ph.D. COMPREHENSIVE EXAMINATION RESULTS.....	22
REQUEST FOR APPROVAL OF DISSERTATION COMMITTEE, TITLE, and proposal ...	23
GUIDE FOR WRITING DISSERTATION PROPOSALS .....	24
NOTICE OF DISSERTATION DEFENSE.....	25
REQUEST TO SCHEDULE DISSERTATION DEFENSE .....	26

RESULTS OF DISSERTATION DEFENSE..... 27

    REQUIREMENTS FOR GRADUATION..... 28

    Differences in UPEP & Graduate School Forms..... 29



FIGURE 1. LOOKING SOUTHWEST FROM SPA 411. PHOTO. BY MICHAEL RODRIGUEZ

Student Manual for Doctoral Program  
Urban Planning & Environmental Policy

For individuals wishing to pursue careers in university teaching, research or highly specialized practice, the Doctor of Philosophy in Urban Planning and Environmental Policy provides advanced knowledge, skills, and extensive experience working closely with an interdisciplinary faculty in teaching and research. The program emphasizes preparation in research methods, spatial and regional analysis, development theory, historical processes, analytic and policy formulation skills, and the critical appraisal of alternative causes of change, all of which are necessary for the critical examination of the nature of urban planning and environmental policy.

**PROGRAM ADMISSION**

---

**MINIMUM REQUIREMENTS FOR ADMISSION TO THE DOCTOR OF PHILOSOPHY DEGREE PROGRAM**

All applicants for admission to the Ph.D. degree program in Urban Planning & Environmental Policy must meet the requirements for admission to the Graduate School. In addition to the graduate school requirements:

To be considered-

Applicants for admission to the Ph.D. degree program in Urban Planning and Environmental Policy must meet the requirements for admission to the Graduate School. They must have a Master's degree in an appropriate field or an equivalent field acceptable to the admissions committee.

Applicants with the Master's degree must have an acceptable cumulative grade point average of 3.3 in graduate work.

Applicants must present Graduate Record Examination (GRE) General Test scores and an undergraduate grade point average of at least 2.75 overall or 3.0 in the last sixty hours.

Demonstrate acceptable proficiency in the use of the English language based upon performance on standardized English Proficiency Test. (Performance on the analytical writing portion of the GRE may be considered as adequate by the Admissions Committee).

Have a personal interview with members of the Urban Planning and Environmental Policy Program's Admission Committee.

International applicants, in addition to the above requirements, must present to TOEFL score of at least 550 or appropriate evidence of proficiency in the English language.

NOTE: All applicants admitted to the Ph.D. degree program must have a minimal of 12 master level credit hours in Urban Planning and Environmental Policy or related areas; otherwise, they must satisfy those requirements before achieving candidacy status for the Ph.D. degree.

The formal application must include the following:

A complete [application form](#) and a non –refundable application fee.

At least three letters of recommendations, from persons qualified to give an evaluation of the applicant's past scholastic performance, research and scientific abilities and personal motivation. We highly recommend that at least two of these letters come from former professors.

Two official transcripts of credits earned at all colleges and /or universities attended by the applicant (to be sent directly by from the University attended to the Graduate School or a sealed document submitted to the evaluation agency for converting foreign degree credentials to the US equivalence).

---

### **TYPES OF ADMISSION**

---

**There are two ways admission for prospective students: unconditionally or on a conditional basis.**

An unconditionally admitted applicant to the Graduate School is immediately eligible to pursue a program of study leading to the doctorate. Each applicant should focus on meeting the core course requirements necessary to submit to sit for the qualifying exam.

Applicants are admitted on a conditional basis if they do not meet the admission criteria or have insufficient background in planning.

To be fully admitted, the student must first complete all conditions stated in their conditional admission satisfactorily

The areas of deficiency and the conditions required for unconditional admittance will be outlined in the applicant's respective admissions letter. It is the responsibility of the applicant to notify the Graduate School when he or she has fulfilled the conditions stated in the admissions letter.

## ADVISORS AND DEGREE PLANS

---

At the time of admittance, an initial advisor is assigned to the student. The preliminary advisor will provide general guidance leading to the student's completion of all mandatory course work towards sitting for the qualifying exam. The advisor will assist the student in filling out the *Degree Plan*, an approved copy of which must be filed in the Graduate School no later than November 15 or February 15 in the semester after the student has completed 12 hours at Texas Southern University. When a student enrolls for courses, his or her program must have the written approval of the advisor or copy of signed degree plan. Students who take courses without the approval of their advisors (particularly courses outside the program) do so at their own risk. It is the student's responsibility to meet with their advisor on a regular basis.

## CHANGE OF ADVISOR BY STUDENT

---

Students may change their advisor. Student should be looking at all faculty members during the time prior to submitting to take the qualifying exam. Upon meeting the requirements for the qualifying exam, the student should work towards identifying an advisor to assist in the completion of their doctoral degree. The student and their chosen advisor will work towards preparing the student to meet all the remaining course work requirements for the degree and focus on their research interest. Once the student has completed the course work requirements for the PhD or during the semester, the student will meet all the course work requirements, the student can register for UPEP 977-Independent Study Comprehensive Exam.

At the time of preparing and sitting for the comprehensive exam, the student should have a permanent advisor that will guide them throughout the remaining process to acquire the Degree of Doctor of Philosophy in Urban Planning & Environmental Policy.

## TRANSFER OF CREDIT

---

To transfer doctoral credits from another university to Texas Southern University, a statement and official transcript must be submitted to the Graduate School Office by the Graduate Dean, Registrar or Department Head at the institution wherein the credits are being transferred, indicating that the credits were earned in a doctoral program of study at that institution. No more than 9 semester hours of "B" (3.0) grade or better may be transferred. Transfer credits are for one time use at Texas Southern University and must be approved by the department and Graduate School. When a requested transfer course has an hour value greater than 3 hours the transfer request will be reduced to match the TSU credit hours as necessary, but transfer request with lesser hour values cannot meet the requirements of TSU courses with greater value. In such cases, the Graduate school may look at more than one transfer course to meet the requirement of one TSU course.

Student must complete transfer of credits prior to student applying to take the qualifying exam but no later than the third semester of registering for classes. The student must use all forms to



facilitate transfer of credits from one institution to the PhD. in Urban Planning & Environmental Policy. The student will prepare and submit the following two forms

1. Application for acceptance of transfer credits, and
2. Petition for change of course.

The student cannot duplicate transfer of courses or assign transfer to courses already completed or planned. Find the forms in the following link. [Transfer of Credits](#) (fillable online)

---

### **RESIDENCY REQUIREMENT**

---

A residency of at least one consecutive academic year, which entails a full load of three courses in two consecutive semesters or its equivalent, is required prior to scheduling qualifying exams. Once the residency requirements have been fulfilled, the *Student Plan for Residency* form must be completed and filed at the graduate school.

**For those who are unable to pursue nine (9) credit hours in two consecutive semesters in one academic year. The only other option is a full load in Spring semester (9 hours), 6 credit hours in summer I. followed by 3 credit hours in summer II.**

Residency Form Link: [Residency](#)

---

### **TIME LIMIT FOR THE DOCTORATE DEGREE**

---

After being admitted to a program leading to the Doctor of Philosophy degree, a student will be allowed seven calendar years wherein to complete all of the requirements for the degree.

A student's Doctoral Degree Advisory Committee and the Dean of the Graduate School must approve continuation in the doctoral degree program beyond the seven-year limit. The maximum time allowed for completion of the doctoral program including an approved extension is ten calendar years. This time limit does not include work performed as part of the requirements for a master's degree.

---

### **CONTINUOUS ENROLLMENT**

---

All graduate students engaged in independent study or in research related to the preparation of a thesis or dissertation must be enrolled at Texas Southern University for a minimum of three (3) semester hours during each semester or summer session in which the study or research occurs.

With the exception of students who must remove incomplete grades, all graduate students must be enrolled at Texas Southern University during the semester wherein degree program requirements are expected to be completed. The requirements include but are not limited to: the English Proficiency Requirement, the Comprehensive Examination in the major and/or minor areas, Foreign Language Examination, Thesis or Dissertation Examination, and Final Doctoral Examination. ([Enrollment 07-09](#))

[Handbook](#)). Students skipping more than one full semester but not more than one year must submit a readmit application for the semester after the semesters skipped but not to exceed three full semesters. If the student skips three full semesters, the graduate school may require at their discretion a new application. Before exceeding one year, students should check with their advisor and the graduate school to secure a re-admit plan of action.

---

---

### **DEGREE REQUIREMENTS**

---

---

The minimum credit requirements for the Doctoral Program in Urban Planning and Environmental Policy are as follows:

Core courses	21 credit hours
Specialization	12 credit hours
Electives	9 credit hours
Dissertation	12 credit hours
<b>Total</b>	<b>54 credit hours</b>

Students with Master's degree in Planning

Students entering the doctoral program with a Master's degree in Planning need complete no more than a total of 99 credit hours altogether, or credit hours beyond the Master's degree should add up to no more than 51 credit hours as per State of Texas Law which include the core courses for the doctoral program and the dissertation.

---

---

### **OVERVIEW OF PROCESS:**

---

---

Core Courses

Qualifying Exam

Specializations and Electives

Comprehensive Exam

Dissertation

**CORE COURSES:**



All doctoral students in Urban Planning and Environmental Policy will be required to take 21 core course credit hours in three areas (Theory, Methods and Planning Application, and Environmental Policy) and participate in the doctoral research curriculum.

The core curriculum is designed to provide all students with a general introduction to planning through planning theory, analytical methods, planning techniques, and environmental issues and policies.

<b>Theory Requirements</b>
UPEP 900: Advanced Planning Theory and Practice
UPEP 901: Advanced Urban Theory
<b>Methods and Application Requirements</b>
UPEP 902: Advanced Planning Analysis I
UPEP 903: Advanced Planning Analysis II
<b>Environmental Policy Requirements</b>
UPEP 904: Environmental Planning and Policy
UPEP 905: Environmental Planning and Natural Resources Management
UPEP 906: Environmental Monitoring and Analysis

Within each category, the core courses build upon the material presented in the previous or lower numbered course. Therefore, students must enroll in the courses according to the sequence presented below. For example UPEP 900 taken prior to UPEP 901.

Each of the above categories of courses are offered in sequence starting in the fall, followed by the advanced level course in spring (i.e.UPEP 900 in the fall, UPEP 901 in the spring).

**QUALIFYING EXAM:**

Upon completion of 12 hours of core doctoral courses (900 level) with at least 3.0 GPA in the core classes, the student is eligible to sit for the qualifying examination at the end of the spring semester. The dates of the exams are indicated below.

There are three sections to the examination: Theory, Methodology, and Environmental Policy. The student must pass at least two sections out of three. If the student fails the exam, they may retake the qualifying. Those who fail may retake the examination in the following fall Semester and before the start of the Spring semester. There are only **two chances to repeat the qualifying. You must**

**pass the qualifying examination to continue to the next step in the Ph.D. program**, although you may continue to take classes. Students may retake the Qualifying two times to meet the requirement. . Student who fails to meet the requirement by the third time will be terminated from the program.

Established Exam Dates

Saturday, 1<sup>st</sup> Saturday in June

Fall retake must be scheduled with the doctoral coordinator before midterm.

ELECTIVES:

Besides the 900 level courses beyond the required core courses, the student may take the UPEP 800 level courses for electives. Any graduate level courses at TSU may be taken to fill elective/ specialization requirements based on stated interest area and possible dissertation topic, in consultation with advisor and faculty members with similar interest. Courses offered within the UPEP specialization tracts include:

Environmental (Env.) Policy and Land-Use Planning
UPEP 810: Land-Use Control Policy and Regulation
UPEP 850: Urban Infrastructure, Planning and Policy
UPEP 851: Waste Management and Remediation: Air, Water and Soil
ES 905: Env. Policy and Management (offered under Env. Toxicology)
Community Development and Housing
UPEP 860: Theory, History and Practice of Community Development
UPEP 861: U.S. Housing Planning and Policy
UPEP 862: Sustainable Communities
UPEP 864: Introduction to Real Estate
Transportation Policy and Land-Use Planning
TMGT 830: Urban Transportation Planning
TMGT 845: Transportation Systems Analysis
TMGT 850: Travel Demand Forecasting and Analysis
TMGT 862: Problems In Transportation

Courses that can be taken as electives through UPEP include:		
UPEP 811: Introduction to GIS in Urban Planning	UPEP 852: Environmental Impact Assessment	UPEP 875: Special Topics*
UPEP 812: Theories of Urban Form and Design	UPEP 863: Citizen Participation in Planning Process	UPEP 890: Internship*
UPEP 813: Introduction to Land-Use Planning	UPEP 871: Environmental Values and Ethics	UPEP 907: Environmental Legislation and Policy)
UPEP 821: Comparative International Topics in Transportation	UPEP 872: Methods of Project Analysis	<b>UPEP 910:</b> Comprehensive Planning and Growth management
UPEP 841: Application of GIS in Urban Planning	UPEP 873: Special Topics*	<b>UPEP 941:</b> Research Colloquium
UPEP 844: Multivariate Analysis Method	UPEP 874: Special Topics*	<b>UPEP 977:</b> Independent Study: Comprehensive Exam preparation
<b>UPEP 942:</b> Dissertation Supervised – This is not an elective course. The minimum number of dissertation credit hours is 12.		

As per the graduate handbook requirements, students are allowed two Cs in your transcript, but must maintain the 3.0 GPA. If you have a grade below a C in more than two courses, one of the C's must be repeated until a grade of C or above is attained.

### Comprehensive Exam Process:

---

Once the minimum(42) required hours, including the 21 hours of core courses have been completed, a 3.0 or higher GPA maintained, and the qualification exams passed, the student may prepare for the comprehensive examination.

UPEP 977 (Independent study\_Comprehensive Exam) is for development, preparation, and guidance in preparing for the comprehensive exam.

Forms for submission

Selection of Chair and comprehensive committee members for internal departmental record.

The purpose of the comprehensive exam is to prepare the student for a written and an oral defense of their selection of the dissertation research area.

Establishing Comprehensive Exam Committee: Prior to the comprehensive examination, the student shall select a committee of three: a Chair, and at least two other members from the department. Each student shall identify 2-4 fields of expertise and develop a reading list.

The PhD coordinator must approve your committee and your fields and a Notice and Approval of Ph.D. Comprehensive Exam Committee shall be completed and submitted to the graduate office.

Upon successful completion of the exam, the Ph.D. Comprehensive Examination Results form will be completed and submitted to the Graduate School. Results of the comprehensive examination to be signed by the doctoral coordinator indicating candidacy status (original sent to the graduate school). Link to candidacy form: ([PhD Candidacy Form](#)).

Students may retake the comprehensive one time only. Student who fails the exam twice will be terminated from the program.

#### Format of the Comprehensive Examination

The examination consists of written and oral components.

Written: The student will have 72 hours to complete the written answers portion of the comprehensive. Students will agree with their advisor as to time and format of delivery. The student's advisor or designee will deliver to student the questions and any other information necessary to begin.

The preferred delivery method of the exam is via email at the time agreed by student and advisor. Students will return their exams via email or agreed upon delivery method within the 72-hour time limit. Again, the advisor TSU email is the preferred method of returning the responses to the questions, or student will return responses via other method agreed and within the prescribed period.

The written examination will consist of at least two questions. It will be based on the preparation of the student in consultation with the committee (usually annotated bibliography using citation style from Publication Manual of the American Psychological Association 6th ED. (2009).) of the literature on the two or more areas of specialty. The bibliography will contain annotations from source material including, text, journal articles, newsprint, e-journals, and other sources of information necessary to demonstrate the student readiness to take the comprehensive exam. .

Oral: Between two and four weeks (or another time agreed by the Advisor but not more than four weeks), following completion of the written portion, the student and committee will meet for the two-hour oral portion of the examination. Questions may be of any nature, but normally begin with consideration of the written answers and conclude with discussion of proposed dissertation research.

You may continue to conceptualize your dissertation proposal through independent research credit/ or research colloquium for credit while awaiting your candidacy approval. Once you enroll in UPEP 942: Dissertation credit- preparation for the dissertation and defense of same, you and your advisor are provided the opportunity to work towards your dissertation elements including the varied documents and

research methodologies worked out between the student and advisor in conjunction with the Dissertation Committee. [Graduate Catalog – 2014 – 2016](#) pg. 30.

## DISSERTATION PROCESS:

---

Once the comprehensive has been completed and passed, the results of the comprehensive exam form has been signed and submitted, the candidacy for doctoral application has also been submitted and returned designating the student is a candidate for doctoral degree PhD of Philosophy, the student can move from conceptualization to their dissertation proposal and process. You can register for your dissertation credit UPEP 942. You will be given “R” indicating research in progress until the dissertation is defended and accepted by your committee. The grade given by the signatory chair of your dissertation will be entered to replace all “R” grades in your transcript.

Forms for submission

Selection of Committee Chair and Committee

Dissertation Title Approval form submitted in this section

Dissertation Committee Approval form submitted in this section

Proposal

Dissertation Proposal Approval form submitted in this section

IRB PROCESS:

If you plan to undertake any primary data collection, you must apply to the University Human Subjects’ Committee to obtain IRB clearance prior to collecting the data (even with a questionnaire). The forms and all the necessary steps for applying for IRB clearance are available through the [Texas Southern University, Office of Research-Hannah Hall Suite 230. 3100 Cleburne Street. Houston, TX 77004. Phone: 713-313-4301. Fax: 713-313-7598. \(<http://www.tsu.edu/research>\)](#). This permission does require some time, which should be built into your research plan. This permission must be obtained before you start collecting data. Failure to do so could nullify previous data collection efforts.

Note that to submit and IRB form, you must have completed all necessary IRB training. Specifics regarding the training and all other IRB information are available from the Office of Research.

### **Dissertation Defense**

[Dissertation Request](#) for Oral Defense Approval form submitted in this section

[Dissertation Results](#) of Oral Defense form submitted in this section.

## GRADUATION

---

### Urban Planning & Environmental Policy PhD. Program & Graduate School Forms and Deadlines

On the following pages are all the forms necessary to matriculate through the Doctoral process. You must complete all the forms required by the UPEP program and the Graduate School. When forms are in conflict, please utilize the forms as defined within this document, and approved by the UPEP doctoral coordinator.

After receiving candidacy, the PhD. Candidate is ready to submit the necessary documentation within the timelines with the requested forms that align with the UPEP program and the graduate School.

### Major Components to Completion from Candidacy to Graduation

Candidacy In place	Proposal submission to graduate school by	Defense scheduled two weeks prior to date	Dissertation Final Manuscript to graduate School	Semester of Graduation
Submitted by August 1 <sup>st</sup>	August 30 <sup>th</sup> Fall semester	March 30 <sup>th</sup> Spring semester.	April 30 <sup>th</sup>	Spring
Submitted by November 1 <sup>st</sup>	November 30 <sup>th</sup> Fall semester	June 30 <sup>th</sup> Summer I	June 30 <sup>th</sup>	Summer
Submitted by March 1 <sup>st</sup>	March 30 <sup>th</sup> Spring semester	October 30 <sup>th</sup> Fall semester	November 30 <sup>th</sup>	Fall

Please complete all departmental forms as well as a degree plan provided by the department doctoral coordinator and submit it to the graduate school with all necessary signatures.

All forms must be completed and submitted by the deadline

All forms must be filled in sequence

All the persons holding the positions named in each form must sign all forms

Failure to submit the form by the deadline may delay your graduation

Degree Plan (use the degree plan form provided by the department in which data can be entered and printed, but not saved. The document is emailed to PHD students by their respective advisors once assigned. The degree plan will be attached to the PhD. Candidacy application form.

Doctoral Program Forms: [FORMS](#)

## Doctoral Forms:

- [Doctoral Matriculation Process](#)
- [Degree Plan](#)
- [Environmental Toxicology PhD. Degree Plan](#)
- [Student Plan for Residency](#)
- [Recommendation to Candidacy for Doctor of Education](#)
- [Approval of Dissertation Title](#)
- [Request to Schedule Dissertation Defense](#)
- [Doctor of Education – ONLY - Guide for Writing Thesis/Dissertation Proposals](#)
- [Approval for Human, Subject, and Animal](#)
- [Request for Dissertation Approval of Faculty Committee](#)

## Graduate Forms (Other)

- [Graduation Application](#)
- [Graduate Faculty Application](#)
- [Petition for Change of Course](#)
- [Petition for Change in Academic Status](#)
- [Petition to Change Program](#)
- [Transfer of Credit](#)
- [Undergraduate in Graduate Courses](#)
- [Certificate of Finance](#)
- [Recommendation Form](#)
- [Request to Update Application for Admission](#)

## Guidelines:

- [Important Dates](#)
- [Dissertation Guidelines](#)
- [Thesis Guidelines](#)

## Forms Usage from application to matriculation in UPEP

Masters/Doctoral Matriculation Guide (PDF) UPEP Guide available

Degree Plan (PDF) UPEP provided form.

Petition for Course Substitution (PDF)

Transfer of Credit (PDF)

Petition for Change in Academic Status (PDF)

Petition to Change Program (PDF)



IRB Approval Form (PDF)

Approval of Thesis/Dissertation Title and Abstract (PDF) UPEP uses same form for Proposal

Certification of Dissertation (PDF)

Residency Form (PDF) – UPEP Required

Candidacy Form (PDF) – UPEP Required

Results of Thesis/Dissertation Defense (PDF) – UPEP Required

Thesis Guidelines - 2009.pdf

PhD. Urban Planning and Environmental Policy

GUIDE FOR WRITING THESIS R09.pdf

REQUEST TO SCHEDULE THESIS.pdf

Student Plan for residency

Qualification exam – Student will provide their advisor the Degree Plan depicting all core courses with respective grades as evidence to register for qualifying exam in May for a June qualifying exam date.

Notice and Approval of Ph.D. Comprehensive Exam Committee

Ph.D. Comprehensive Examination Results

Candidacy Approval

IRB – Approval or Exemption on File

Dissertation Committee, Dissertation Title,

Dissertation Proposal Approval (Specific to UPEP)

Dissertation Abstract (Not required as Part of Dissertation Documentation by UPEP)

Dissertation Request for Oral Defense Approval

Dissertation Results of Oral Defense

Additional forms that you may need during matriculation through the process can be found in the Graduate Student Handbook.

## DOCTORAL STUDENT MATRICULATION PROCESS DIAGRAM

---

- Step 1            [Degree Plan](#)
- Step 2            [Residency](#)
- Step 3            Qualifying
- Step 4            Completion of all courses. Submit Comprehensive committee form to program
- Step 5            Comprehensive Examination Completed. Submit results of comprehensive signed and dated
- Step 6a            Dissertation Proposal Approved by committee and submitted to graduate school
- a. Must be approved by committee
  - b. Must be approved by Graduate Dean
- Step 6b            Submit IRB form for human subject data collection (if needed)
- Step 7            Schedule Dissertation Defense
- a. Schedule for defense must be approved by committee
  - b. Must provide final draft to committee members 4 weeks in advance
  - c. Announce defense location and time two weeks in advance
- Step 8            Dates of Dissertation Defense based on final draft copy provided to committee member
- a. Oral defense must be scheduled with time and location at least two weeks prior to defense
  - b. October 30<sup>th</sup> (Fall) –must submit results to graduate school
  - c. March 30<sup>th</sup> (Spring) –Must submit results to graduate school
  - d. June 30<sup>th</sup> (Summer) –Must submit results to graduate school
- Step 9a            Final draft of dissertation to be revised based on feedback from graduate school  
(2 weeks).
- Step 9b            Final Manuscript (3 Copies in cotton paper) submitted for binding
- a. November 30<sup>th</sup> (fall)- Must submit to graduate school
  - b. April 30<sup>th</sup> (spring)- Must submit to graduate school
  - c. June 30<sup>th</sup> (summer) – Must submit school

NOTES: Application for Graduation must be submitted before the deadline of the semester of expected completion of requirements. Student must be enrolled when working on and/or defending dissertation. Student must be enrolled during semester of expected graduation. All examinations and course requirements must be completed before starting dissertation.

## FORMS:

---

(All forms should be accessible from the web and fillable from the WEB. Students should send forms via email as much as possible and utilize certified e signatures whenever possible.)

### TEXAS SOUTHERN UNIVERSITY

#### STUDENT PLAN FOR RESIDENCY

Circle the two consecutive periods in which you **have completed** residency requirements:

Residency Started Semester \_\_\_\_\_ Year \_\_\_\_\_

Fall/Spring/Summer

Residency Completed Semester \_\_\_\_\_ Year \_\_\_\_\_

Fall/Spring/Summer

Check the enrollment status **completed** for each period:

- Nine or more semester hours in two consecutive semesters
- Nine or more semester hours in a semester preceded or followed by six semester hours in each of two consecutive **summer** terms
- Six semester hours in a semester preceded or followed by six semester hours in each of two consecutive summer terms\*

\*If this category is selected, it must be supplemented by an approved residency activity. The student must obtain approval of his/her Doctoral Advisory Committee prior to undertaking the proposed supplemental residency activity. Activities proposed shall meet at least the following criteria:

Make a contribution through writing, research, or scholarly work to the student's field of study, or engage the student in intensive study of a clinical, institute, or seminar nature.

Extend for 20 full days in not fewer than four weeks time.

Contribute substantially to the student's planned program of preparation.

Provide for written post-assessment(s) by the student.

Indicate the date planned for submission of report by the student to the committee to describe the activities in which he/she engaged while fulfilling the purposes of residency.

Date Completed: \_\_\_\_\_

This plan may be amended by re-submission to the committee prior to the beginning of the semester in which a change is proposed.

Student's Name (Please Print) \_\_\_\_\_ T-Number \_\_\_\_\_

Student's Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

Chairperson's Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved

Disapproved

\_\_\_\_\_

Director/ Coordinator, Doctoral Center/ Program

\_\_\_\_\_

Dean, the Graduate School

TEXAS SOUTHERN UNIVERSITY

BARBARA JORDAN – MICKEY LELAND SCHOOL OF PUBLIC AFFAIRS

DEPARTMENT OF URBAN PLANNING AND ENVIRONMENTAL POLICY

NOTICE AND APPROVAL OF

---

Ph.D. COMPREHENSIVE EXAMINATION Areas of Emphasis

---

Name:	Given Name(s):	Student #:
Graduate Program:		
First Field:	Second Field:	
Third Field:	Fourth Field:	
Student must have at least 2 fields and no more than 4 fields		
Written Examination Date:	Time:	Location:
Oral Examination Date:	Time:	Location:
Note oral examination can occur no sooner than 2 weeks following the written but no later than 4 weeks.		

Ph.D. COMPREHENSIVE Examining Committee:

Chair plus 2 supervisory committee members

_____ Examination Chair	_____ Title	_____ Affiliation	_____ Signature
-------------------------	-------------	-------------------	-----------------

_____ Committee Member	_____ Title	_____ Affiliation	_____ Signature
------------------------	-------------	-------------------	-----------------

_____ Committee Member	_____ Title	_____ Affiliation	_____ Signature
------------------------	-------------	-------------------	-----------------

_____ Student, Signature	_____ Date	_____
--------------------------	------------	-------

_____ Doctoral Coordinator, Signature	_____	_____
---------------------------------------	-------	-------

_____ Dean, Graduate School, Signature	_____ Date	_____
--	------------	-------

Committee must be approved, as evidenced by signatures of all above parties,  
at least 2 weeks before the scheduled written examination.

TEXAS SOUTHERN UNIVERSITY

BARBARA JORDAN – MICKEY LELAND SCHOOL OF PUBLIC AFFAIRS

DEPARTMENT OF URBAN PLANNING AND ENVIRONMENTAL POLICY

---

Ph.D. COMPREHENSIVE EXAMINATION RESULTS

---

Name:				Given Name(s):				Student #:							
Graduate Program:															
First Field:				Second Field:											
Third Field:				Fourth Field:											
Student must have at least 2 fields and no more than 4 fields															
Written Examination Date:				Time:				Location:				Results:			
Oral Examination Date:				Time:				Location:				Results:			
Note; oral examination can occur no sooner than 2 weeks following the written but no later than 4 weeks.															



---

REQUEST FOR APPROVAL OF DISSERTATION COMMITTEE, TITLE, and proposal

---

FROM: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head (Signature)

TO: Dean of the Graduate School

The following person/s are recommended for appointment to the Dissertation Committee for \_\_\_\_\_ who is a candidate for the Doctorate Degree.

List of person/s recommended:

Name	Department
_____ (Advisor)	_____
_____	_____
_____	_____

Title of Dissertation: \_\_\_\_\_

---

DISSERTATION PROPOSAL

On attached sheets, present concise statements covering the following: Problem statement, literature review, methodology, and expected outcome.

APPROVAL RECOMMENDED:

_____	_____
Chairperson of Student's Committee	Chairperson, Animal Care, and Use Committee
_____	_____
Member of Committee	Chairman, Human Subjects Committee
_____	_____
Member of Committee	Student's Name (Print/Type)
_____	_____
Member of Committee	Student's Signature
_____	_____
Graduate School Representative	Student's Mailing Address
_____	_____
Head of Major Department	T-# (Student ID)
_____	_____
	Telephone Number

---

Dean, The Graduate School (Date)

---

GUIDE FOR WRITING DISSERTATION PROPOSALS

---

DATE \_\_\_\_\_

TO: Dean, The Graduate School

FROM: \_\_\_\_\_

Department Head (Signature)

On behalf of

\_\_\_\_\_  
Name of Student I T-Number

I submit the dissertation proposal for \_\_\_\_\_

Students who plan to graduate in May, August, or December, must have dissertation/ thesis proposals approved by their committee, all signatures in place and submitted to the Graduate School no later than August 30<sup>th</sup>, November 30<sup>th</sup>, and March 30<sup>th</sup> respectively.

Dissertation Title:

\_\_\_\_\_  
\_\_\_\_\_

APPOVAL RECOMMENDED:

_____ Chairperson of Student's Committee	_____ Chairperson, Animal Care, and Use Committee
_____ Member of Committee	_____ Chairman, Human Subjects Committee
_____ Member of Committee	_____ Student's Name (Print/Type)
_____ Member of Committee	_____ Student's Signature
_____ Graduate School Representative	_____ Student's Mailing Address
_____ Head of Major Department	_____ <span style="color: red;">T-#</span> (Student ID)
	_____ Telephone Number

\_\_\_\_\_  
Dean, The Graduate School (Date)

TEXAS SOUTHERN UNIVERSITY

BARBARA JORDAN – MICKEY LELAND SCHOOL OF PUBLIC AFFAIRS

URBAN PLANNING AND ENVIRONMENTAL POLICY

---

NOTICE OF DISSERTATION DEFENSE

---

Name:	Given Name(s):	Student #:
Graduate Program:		
<b>Ph.D. Dissertation Title:</b>		
Date:		
Location :		
At least two weeks' notice must be given		

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctoral Coordinator's Signature

\_\_\_\_\_  
Date

---

REQUEST TO SCHEDULE DISSERTATION DEFENSE

---

Date \_\_\_\_\_

To: Dean of the Graduate School

From: \_\_\_\_\_

Department Head

Name of Student \_\_\_\_\_ T-Number

\_\_\_\_\_

Chairperson of Committee \_\_\_\_\_

Please Print

Signature

Title of Dissertation (Doctoral) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Date of Defense: \_\_\_\_\_

Semester/Session

Time: \_\_\_\_\_

Place: \_\_\_\_\_

---

ACTION OF GRADUATE DEAN

Approved ( )

Not Approved ( )

Comments \_\_\_\_\_

\_\_\_\_\_

Copy to Dean of Academic Unit

\*Form should be submitted at least two weeks before the scheduled date of the defense.

## RESULTS OF DISSERTATION DEFENSE

---

To: Dean, Graduate School

From: \_\_\_\_\_

Department Head

\_\_\_\_\_

Department

### RESULTS OF DISSERTATION EXAMINATION

Name of Student \_\_\_\_\_ **T-Number** \_\_\_\_\_

Title of  
Dissertation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Examination \_\_\_\_\_

### ACTION OF COMMITTEE MEMBERS

Approved ( )                      Disapproved ( )                      \_\_\_\_\_

Approved ( )                      Disapproved ( )                      \_\_\_\_\_

Approved ( )                      Disapproved ( )                      \_\_\_\_\_

Approved ( )                      Disapproved ( )                      \_\_\_\_\_

Approved ( )                      Disapproved ( )                      \_\_\_\_\_

Graduate School Representative

Approved ( )                      Disapproved ( )                      \_\_\_\_\_

Thesis/Dissertation Advisor

---

REQUIREMENTS FOR GRADUATION

---

Student Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print Full Name)

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ You will need the following in order to satisfy degree requirements.

- \_\_\_\_\_ Degree Plan
- \_\_\_\_\_ GRE/GMAT
- \_\_\_\_\_ Thesis/Dissertation Title Approval
- \_\_\_\_\_ Thesis/Dissertation Committee Approval
- \_\_\_\_\_ Thesis/Dissertation Abstract Approval
- \_\_\_\_\_ Thesis/Dissertation Proposal Approval
- \_\_\_\_\_ Thesis/Dissertation Request for Oral Defense Approval
- \_\_\_\_\_ Thesis/Dissertation Results of Oral Defense
- \_\_\_\_\_ Doctoral Residency
- \_\_\_\_\_ Doctoral Candidacy
- \_\_\_\_\_ Dissertation
- \_\_\_\_\_ English Proficiency
- \_\_\_\_\_ Foreign Language
- \_\_\_\_\_ Time Limit on Courses
- \_\_\_\_\_ Qualifying Exam
- \_\_\_\_\_ Comprehensive Exam
- \_\_\_\_\_ Residency Requirement
- \_\_\_\_\_ Short Hours for Degree Program Completion
- \_\_\_\_\_ Transfer of Credit Form
- \_\_\_\_\_ Change of Course (Substitution) Form
- \_\_\_\_\_ 3.0 and above GPA
- \_\_\_\_\_ Change of Major
- \_\_\_\_\_ Change of Academic Status
- \_\_\_\_\_ Other

---

Student Signature \_\_\_\_\_ Student T-# \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

(Updated 9/2014)

**COMPARISON OF UPEP & GRADUATE SCHOOL FORMS AND USAGE**

UPEP - Forms		<a href="#">Graduate School - Forms</a>
1	With comments and recommended changes to reduce overlap, maximize resources, and benefit students' success. As much as possible when form exist in graduate school it's recommended to use that form and or merge with minor adjustments. Major area of difference highlighted in yellow.	
2	Student Plan for residency - Candidacy	Available in Graduate School forms
3	a. PhD. Comprehensive Examination Areas of Emphasis	Not in Graduate School form
4	b. PhD. Comprehensive Examining Committee	Not in Graduate School form
5	c. PhD. Comprehensive Examination Results	Not in Graduate School form
6	Recommend Graduate school form e. augmented to include all details in form a, b, & c above. And read as follows: Approval of Comprehensive Committee, Areas of Emphasis, Results of Comprehensive Exam	e. Approval of Thesis/Dissertation Title and Abstract (actual document 'request for approval of thesis/dissertation committee, title and abstract')
7	f. Request for approval of dissertation committee, title, and proposal.	e. Approval of Thesis/Dissertation Title and Abstract- 'request for approval of thesis/dissertation committee, title and abstract'
<p><b>Given the purpose of an abstract, the UPEP PhD. students can turn in Graduate School form e. since the UPEP form leaves off the abstract but specifically states the proposal. If the Graduate School form e. is augmented as suggested then one form can meet all needs. Recommend Graduate School Add 'Proposal Included yes <input type="checkbox"/> no <input type="checkbox"/> 'with a check mark for UPEP. Then one form meets the need.</b></p>		
8	f. Request for approval of dissertation Committee, title, and proposal.	h. Guide for writing thesis/dissertation proposals.
The UPEP form for the most part copies the information from the graduate school form e. Removes abstract and includes proposal.		
9	g. Guide for writing dissertation proposals.	h. Guide for writing thesis/dissertation proposals.
<p><b>This form emulates the Graduate School form h. but only considers the proposal. The UPEP program comprehensive exam if applied fills the gap of Form h. (mainly chapters 1 &amp; 2). The UPEP proposal is chapter 3. The graduate school form h. requires- Chapter 1- Introduction, Chapter 2 – History and / or Literary Review or Related Literature, and Chapter 3 Design of the Study.</b></p>		
10	i. Notice of Dissertation Defense	j. Schedule Dissertation Defense (no form)
11	k. Request to schedule dissertation defense	
12	l. Results of dissertation defense.	m. Results of dissertation defense.



